



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 12-126A TRAINING AND DEVELOPMENTAL LEVEL  
REF: VACANCY ANNOUNCEMENT NUMBER: 12-126**

**OPEN TO:** All interested candidates

**POSITION:** Microform Operator (Production) Level I (Trainee Level), FSN-04, LC/DLA-271T1  
Microform Operator (Production) Level II (Trainee Level), FSN-05, LC/DLA-271T2  
Microform Operator (Production) (Full Performance Level), FSN-06, LC/DLA-271 (Personal Services Agreement)

**OPENING DATE:** December 18, 2012

**CLOSING DATE:** December 31, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) – Grade: Level I (Trainee Level), FP-AA  
Ordinarily Resident (OR)-Grade: Level I (Trainee Level) – FSN-04\*;  
  
Not Ordinarily Resident (NOR) – Grade: Level II (Trainee Level), FP-09  
Ordinarily Resident (OR)-Grade: Level II (Trainee Level), FSN-05\*  
  
\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Microform Operator (Production) in the Library of Congress Office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 12- 126 NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

**Only applicants who are selected for the interview will be contacted.**

#### **BASIC FUNCTIONS OF POSITION AT ALL TRAINEE LEVELS**

As a trainee, the incumbent works under the close supervision of the Microform Assistant (Production). Learn to independently perform a full range of micro photographic tasks using a variety of microfilm and microfiche equipment and tools available in the only full-fledged overseas laboratory of the Library of Congress, including exposing film/fiche, processing, testing, editing, and duplicating, to produce archival master negatives, service negatives and positives for preservation and use by the Library of Congress and other American and Indian Libraries.

As a trainee, the incumbent works under the supervision of the Microform Assistant (Production) and learn to perform duties, though not limited to the following:

- Learn to independently operate one of 6 microfilm cameras in the New Delhi office which involves: checking materials; preparing step test for different types of materials; smoothing creases and folds; using an electrical iron if required; determining proper reduction ratios; operating book cradles; measuring light density, etc.
- Learn to independently operate 2 microfiche camera/processors which involves: checking headers prepared by the collators; determining proper reduction ratio; using microscope and densitometer to check resolution and density, etc.
- Learn to operate two processors simultaneously, or operate deep tank processor which involves: maintaining proper developer; mixing and replenishing developer and fixer solution; adjusting equipment speed and developer; changing chemicals and inspecting splices, etc.
- Learn to perform Methylene Blue Test on each film-strip.
- Learn to review work done by colleagues in different stages of micro-formatting process e.g. collation, filming, fiding, processing of films and fiches.
- Learn to perform technical and bibliographic editing.
- Learn to produce duplicates from all master negatives produced in New Delhi.
- Learn to produce Diazo duplicate and positive copies using Diazo duplicator and liquid ammonia developer to present them to exchange partners.
- Learn to maintain all equipment, tools and chemicals used in his/her assignment in a clean and in orderly condition.
- Learn to assist the immediate supervisor in the maintenance of required environmental conditions in master negative storage room.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED AT ALL TRAINEE LEVELS**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College degree in either of these disciplines is required: Science /Commerce/ Humanities.
2. Level II (Limited Knowledge) in English and Level III (Good Working Knowledge) in Hindi or one other Indian language (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**

## **EXPERIENCE AND KNOWLEDGES REQUIRED AT DIFFERENT TRAINEE LEVELS:-**

### **Level I (Trainee Level), FSN-04**

**Experience required:** Six months experience in photography.

**Job Knowledge required:** Knowledge of technicalities of camera, film processing, knowledge of chemicals and pertinent safety measures.

### **Level II (Trainee Level), FSN-05**

**Experience required:** One year experience in micro photographic laboratory.

**Job Knowledge:** In-depth knowledge of technicalities of camera, film-processing, testing, editing and duplication work. In-depth knowledge of physical properties of the chemicals used in labs and safety measures. Basic knowledge of international standards of microphotography.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Attention: S/HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021  
or  
FAX: 2419-8056  
or  
E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

### **POINT OF CONTACT**

Telephone: 24198227/8369/4398

Please insert **12-126A** (Vacancy Announcement Number) in the Subject of the E-mail Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth

- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (December 27, 2012)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.